



LIBRARY TECHNICAL ASSISTANT (SAFETY)
Final Filing Date: CONTINUOUS

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.
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EXAMINATION BASE	DEPARTMENTAL FOR: CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)
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WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below. Once you have taken the Qualifications Assessment Examination, you may not retake it for twelve (12) months.
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HOW TO APPLY	Submit Examination Application (Std. Form 678) <u>and</u> Qualifications Assessment <div>By mail to: Department of Corrections and Rehabilitation Office of Workforce Planning P.O. Box 942883 Sacramento, CA 94283-0001</div> or <div>In person at: Department of Corrections and Rehabilitation 1515 S Street Sacramento, CA 95811-7243 Attn: Office Of Workforce Planning, 101N</div> If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m. , Monday through Friday, to the street address listed above. The Qualifications Assessment for the Library Technical Assistant (Safety) is available from the CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Education/SA/LibraryTechAssist_QA-O-C.PDF or in person at the street address listed above. NOTE: Only applications with an original signature will be accepted.
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APPLICATION DEADLINE/ REQUIREMENTS	Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.
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TEST DATE	Candidates must complete and return the Library Technical Assistant (Safety) Qualifications Assessment along with his/her Examination Application (Std. Form 678). Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.
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SALARY RANGE(S)	As of: <u>July 1, 2018</u> \$3,134 - \$3,923
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MINIMUM QUALIFICATIONS	<div><u>Either I</u> Experience: Two years of increasingly responsible subprofessional library experience, including work in book acquisition, cataloging, reference, and compilation of bibliographies.</div> <div><u>Or II</u> Education: Equivalent to completion of the requirements for an Associate of Arts Degree in Library Science.</div> <div>Special Personal Requirements: Persons appointed to positions in this class must exhibit orderliness, tact, and neatness, and demonstrate an interest in library work and in assuming increasing responsibility. Must be willing to work with the resident population of a State correctional facility.</div> <div>Special Physical Characteristics: Persons appointed to positions in this class must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates/youthful offenders, or the public.</div> <div>Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.</div> <div>Assignments during tour of duty may include sole responsibility for the supervision of inmates/youthful offenders and/or protection of personal and real property.</div> <div>OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.</div>
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MINIMUM
QUALIFICATIONS
(CONTINUED)

Conditions of Pre-Employment: Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the California Department of Corrections and Rehabilitation's Division of Juvenile Justice shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, "No person who has been convicted of a violent or serious felony shall be employed by a school district."

EXAMINATION
PLAN

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE EXAMINATION APPLICATION AND QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Examination Application and Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
1. Elementary principles of professional library work and use of standard library tools.

2. Classification and cataloging techniques employed in fiction materials and precataloging techniques employed in nonfiction materials.

3. Library practices and procedures.

4. Data processing and research techniques related to library work.

5. Library materials, including governmental publications, pamphlets, newspapers, manuscripts, periodicals, films, and microfilms.
- B. Ability to:
1. Communicate effectively at a level required for successful job performance.

2. Learn readily, reason logically and accurately.

3. Apply good judgment in making decisions in accordance with laws, rules, regulations, procedures, and library policies.

4. Direct the work of others.

5. Maintain cooperative relations with others.

The Job Analysis for the **LIBRARY TECHNICAL ASSISTANT (SAFETY)** is available on the CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Analysis/index.html.

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Library Technical Assistant (Safety)**, under the guidance of a Librarian, Correctional Facility or Senior Librarian, Correctional Facility follows established procedures to perform specialized sub professional duties, such as pre-cataloging, interlibrary loans, book acquisition, book inventory, and locating simple bibliographic information within the library system of a State correctional facility. Such work primarily requires a practical knowledge of library functions and services and an ability to apply standard library tools, methods, and procedures within well-defined standards. Incumbents may have responsibility to supervise, train, and evaluate inmate/youthful offenders library clerks. Incumbents are responsible to maintain order and supervise the conduct of persons committed to CDCR; prevent escapes and injury by these persons to themselves or to property; maintain security of working areas and work materials; inspect premises for contraband, such as weapons or illegal drugs; and perform related duties to safety.

Position(s) exist in CDCR institution(s).

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact the Office of Workforce Planning at (916) 322-2545 or Telecommunications Relay Service (TRS) Dial 7-1-1.

VETERANS'
PREFERENCE/
CAREER CREDITS

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at CDCR, California Department of Human Resources (CalHR), and Employment Development Department offices. To create a CalCareer account and obtain an application, visit www.jobs.ca.gov. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code sections 18973.1 and 18973.5, Veterans Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

GENERAL INFORMATION
(CONTINUED)

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: <https://jobs.ca.gov/CalHRPublic/Landing/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): Dial 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS